

For scenarios where the start date/time of treatment needs to be changed and the day of treatment orders have been activated, follow the steps outlined below to discontinue activated day of treatment orders and copy forward the day of treatment to reschedule.

## Rescheduling Activated Treatment Orders

To reschedule activated treatment orders, the orders must first be discontinued.

### ➤ Discontinue Activated Day of Treatment Orders

**STEP 1:** Navigate to the **Day of Treatment** that has been activated to discontinue.

**STEP 2:** Click the **Actions** dropdown and select **Discontinue**.

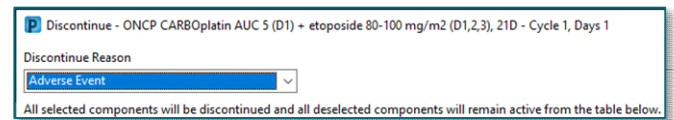
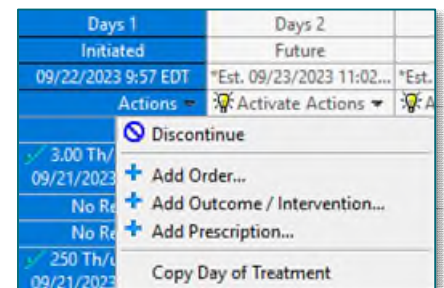
**STEP 3:** The Discontinue window displays. Select an appropriate discontinue reason.

- Select **OK**.

**STEP 4:** Select **Orders for Signature**.

**STEP 5:** Click **Sign** and then click **Refresh**.

- The Day of Treatment displays as **Discontinued**.



### ➤ Copy Day of Treatment

Now that the activated orders have been discontinued, the day of treatment needs to be copied.

**STEP 1:** To copy the discontinued **Day of Treatment** navigate to the **Chemotherapy Phase**.

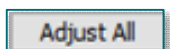
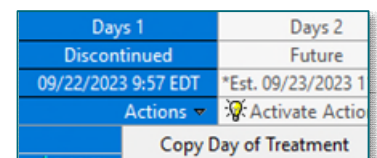
**STEP 2:** On the discontinued day of treatment, click the **Actions** dropdown and select **Copy Day of Treatment**.

**STEP 3:** Enter the new estimated **Start Date/Time** you want to reschedule the day of treatment to.

**STEP 4:** Place a check in the box for **Request a new appointment time**.

**STEP 5:** Click **Adjust All** to adjust the selected treatment periods and phase(s).

- This allows rescheduling of the linked phases (Chemotherapy, Labs, and Clinical Scheduling and Tasks) at the same time.



**NOTE:** If you are only rescheduling a single Day of Treatment and you do not want to adjust the dates of the remaining days of treatment do not need to be adjusted, do **NOT** click the Adjust All button.

**STEP 6:** Document **Reschedule Reason**. Select an appropriate reason from the list.

**STEP 7:** Enter a comment in the **Comment** field to include additional details, as applicable.

**STEP 8:** Click **Orders for Signature**.

**STEP 9:** Click **Sign** and then click **Refresh**.

➤ **Copying Completed Lab Orders**

If Day of Treatment labs have been drawn and resulted and new orders are needed for the new copied day of treatment, lab orders will also need to be copied.

**STEP 1:** Go to the **Labs** phase.

**STEP 2:** In the completed day of treatment column with lab orders that need to be copied, click **Activate Actions**.

**STEP 3:** Select **Copy Date of Treatment**.

**STEP 4:** Adjust the **Est\* Start Date/Time** to ensure it matches the date used for the copied day of treatment in the Chemotherapy phase.

**STEP 5:** Click **OK**.

**STEP 6:** Click **Orders for Signature**.

**STEP 7:** Click **Sign** and then click **Refresh**.

Adjust	Description	Start Date/Time	Appointment Information	Request New Appointment
<input type="checkbox"/>	Chemotherapy (Days 1 to 3)	Days 3	Est. 07/28/2023 9:34 EDT	Request

